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ABSTRACT

In addition to meeting the requirements of the Library Services and Construction Act, this five-year plan reflects the intent and strategies outlined in LD 828--the current (1973) state legislation creating regional library systems in Maine. The broad goal of the five year program is consistent with both: development and coordination of the services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people. From this broad goal is developed a series of sub-goals, each representing a project of the General Loan and Reference Division or the Library Development Division. The section listing the sub-goals also lists a corresponding target group project. For each project the following information is provided: implementation steps, evaluation, fiscal years and outcomes. The appendixes include a general description of ongoing projects, economic and demographic information, Maine Library Association minimum standards for public libraries (1971) and the state library organizational chart. (Author/SL)

ED 090946

LIBRARY SERVICES AND CONSTRUCTION ACT

Five-year plan

for

Statewide Library Development

in Maine

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Maine State Library
Revised September, 1973

IR000 553

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INTRODUCTION

STATE LAW (L.D.828)

The current context in which this five-year plan is written is L.D.828, effective October 5, 1973, an act creating regional library systems in Maine. It is the responsibility of the Maine State Library to administer the law with the advice of the newly created Maine Library Commission, whose duties are defined later in this document.

L.D.828 was written and submitted to the 106th session of the Maine State Legislature by the Maine Library Advisory Committee (MLAC). MLAC was created by law on June 18, 1971. Its members were appointed by the Governor and charged with the following:

1. To review the studies and recommendations of the Governor's Task Force to Study Library Services.
2. To study existing library laws.
3. To review standards for all types of libraries in conjunction with the appropriate professional groups.
4. To examine the "Standards for Library Functions at the State Level."
5. To study the changing functions of libraries.
6. To study the funding necessary to support library service adequately.
7. To propose a state-wide plan for library development and recommend legislation to the 106th Legislature to implement the plan.

Their task was accomplished July 5, 1973 and L.D.828 resulted. The intent of the law is to create "...a network of library districts interrelated by formal or informal contract, for the purpose of organizing library resources and services for research, information, and recreation to improve statewide library service and to serve collectively the entire population of the State." For the first two years of its

existence, L.D.828 provides funds for the following within the context of a statewide regional library system.

1. Direct State Aid - 10¢ per capita.
2. Regional Reference and Resource Centers.
3. Audiovisual Services.
4. State Library Development.

It must be noted that even though the legislation was written officially by the Maine Library Advisory Committee, it was in fact a broad-based endeavor. Every effort was made to keep librarians and the public aware and involved every step of the way through direct consultation, workshops, and the mail.

MAINE LIBRARY COMMISSION

The Advisory Council on Libraries, created by state law in 1972 has been replaced recently under L.D.828 by the Maine Library Commission. Commission members will be appointed in October, 1973, by the Governor.

Representation and duties of the Maine Library Commission are as follows:

1. Maine Library Commission. There shall be created within the Department of Educational and Cultural Services a library commission which shall be designated as the Maine Library Commission. It shall consist of 15 members appointed by the Governor. The library commission shall be broadly representative of the State's libraries and shall consist of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts as they are formed and 3 representatives from the State at large of whom one shall be representative of the disadvantaged.

The term of each appointed member shall be 5 years or until his successor is appointed and qualified. Of the members first appointed, 3 shall be for one year, 3 for 2 years, 3 for 3 years, 3 for 4 years and 3 for 5 years. Subsequent appointments shall be for the full term of 5 years. No members shall serve more than 2 successive terms. In the case of a vacancy other than the expiration of a term, the appointment of a successor shall be made in like manner for the balance of the term.

The commission shall meet at least 4 times a year. It shall elect a chairman for a term of 2 years and frame and modify bylaws for its internal organization and operation. The State Librarian shall serve as secretary to the commission. The members of the commission shall serve without compensation, but shall be reimbursed for expenses incurred in the performance of their duties.

The library commission shall:

1. Appointment of State Librarian. Give advice and make recommendations to the Commissioner of Educational and Cultural Services with regard to the appointment of the State Librarian;

2. Policies. Give advice and make recommendations to the Commissioner of Educational and Cultural Services with regard to: The policies and operations of the Maine State Library and the State's library program including minimum standards of library service, the apportionment of state aid to libraries, the designation of library districts and their boundaries, the designation of area reference and resource centers and the designation of research centers after full consideration of the advice of the district council;

3. Review. Act, on written request by any interested library, as an appeals board concerning decisions of the commissioner regarding the items in subsection 2. The written request for a hearing shall be filed within 30 days from the date of the decision.

MAINE LIBRARY COMMISSION

Term of Office:

Public Library

Robert Woodward, Librarian
Bangor Public Library
Bangor, Maine 04401
Tel: 947-8336
5 yr.

School Library

Walter O'Brien, Librarian
Westbrook High School
Westbrook, Maine 04092
Tel: 854-2582
4 yr.

Academic

Franklin Talbot
University of Maine, Portland-Gorham
96 Falmouth Street
Portland, Maine 04103
Tel: 773-2981
1 yr.

Special

Mrs. Carolyn Cornett, Director
Library Development Services
Maine State Library
Augusta, Maine 04330
Tel: 289-3328
5 yr.

Institutional

Mrs. Phyllis Ainsworth, Librarian
Gov. Baxter School for the Deaf
P.O.Box 799
(Mackworth Is.)
Portland, Maine 04104
Tel: 781-3165
2 yr.

Handicapped

Mrs. Helen K. Atchison, Librarian
Cary Library
Houlton, Maine 04730
Tel: 532-3967
3 yr.

Term of Office

Trustee

Mrs. Muriel Tonge, President
Maine Library Trustees Association — 4 yr.
5 Greylock Road
Waterville, Maine 04901
Tel: 873-3244

At Large Members

Mrs. Betsey Coe, Housewife
5 Chestnut Street — 5 yr.
Hallowell, Maine 04347
Tel: 622-6413

Mrs. Elsa Cohen
232 Seventh Street — 3 yr.
Bangor, Maine 04401
Tel: 945-9875

Mrs. Jean Houle, Librarian
Madison Public Library — 1 yr.
Madison, Maine 04950
Tel: 696-3613

LIBRARY DISTRICTS

The library districts of the statewide regional library system will be formed upon application to the Maine Library Commission by the Commissioner of Education. Each library district shall include:

a. a district council with advisory powers

b. an area reference and resource center

c. a research center to meet advanced research needs

d. a district consultant (an employee of the Maine State Library).

The duties of the district council are as follows:

A. Serve as a policy-making body for the district within the limits of its authority which shall in no way diminish the power of the local library board;

B. Develop and evaluate a program of services in the district which will encourage cooperative activity among all types of libraries and media centers;

C. Provide liaison among the municipalities in the district;

D. Make recommendations to the Maine Library Commission which would in turn make recommendations to the commissioner regarding programs and services which would help to make libraries and media centers in the district accessible to all;

E. Assist in the development of a comprehensive district plan based upon community plans of service;

F. Advise on the selection of an area reference and resource center and a research center for the district.

STATEMENT OF PURPOSE OF THE FIVE-YEAR PLAN

This Five-year program has been prepared to meet the requirements of the Library Services and Construction Act (LSCA) and the regulations prescribing certain policies and procedures with respect to federal financial assistance to states under the Library Services and Construction Act, as amended (84 State. 1660, 20 USC 351 et seq.) and the amendments to this Act by the LSCA of 1970 (P. 91-600, December 30, 1970.)

In addition to meeting the requirements of LSCA, this five-year plan reflects the intent and strategies outlined in LD 828. The broad goal of the five year program as stated here, is consistent with both:

DEVELOPMENT AND COORDINATION OF THE SERVICES AND RESOURCES OF ALL TYPES OF LIBRARIES/MEDIA CENTERS IN ORDER TO ACHIEVE EQUALIZATION OF ACCESS TO TOTAL LIBRARY RESOURCES FOR ALL MAINE PEOPLE.

The document presented here, setting forth the five-year program, has been prepared in consultation with the Maine Library Advisory Committee, who wrote the current (1973) state legislation--L.D. 828, and the staff of the Maine State Library.

In accordance with the Act and the Regulations the following policies and procedures will be followed in working toward achievement of the goals and objectives set forth in this five-year plan.

Continuous evaluation at every stage of planning will be carried out according to the procedures and time frame for implementation explained on page 37.

The basic, annual, and long-range programs together with the results of evaluations of these programs will be made available both to library officials and the general public. Library officials will be notified by the Downeast Newsletter, a joint publication of the Maine State Library and the Maine Library Association. The general public will be kept informed through newspaper publicity.

Built into the five year plan is the premise that all planning for library development is to be done on the basis of total library services, including the effective coordination of programs and projects of all types - public, school, academic and special. As was noted earlier, this revision (September, 1973) of the five-year plan strongly reflects the state legislation, written by the Maine Library Advisory Committee - itself a broad-based group - in conjunction with input from both professional and lay people in the field. In fact the concept of cooperative and broad-based planning is particularly visible in the voluntary makeup of the library districts (page 5) and their district councils. In addition, the Maine State Library's affiliation with the Department of Educational and Cultural Services (see organizational chart, Appendix F) provides an opportunity to engage in cooperative planning for school and public library resources and services.

The remainder of this five-year plan is written in the following format. The broad goal of library development for equal access is restated followed by a series of sub-goals. Each sub-goal represents a project of the General Loan and

Reference Division or the Library Development Division. The section listing the sub-goals also lists a corresponding target group project. The project sheets list the sub-goal target groups and function for cross-reference purposes. In addition, for each project the following information is provided: implementation steps, evaluation, fiscal years and outcomes.

The appendices contain support information for reference: A. General Description of On-Going Programs; B. Economic and Demographic Information; C. Bibliography of Relevant Documents and Studies; D. General Statement of Criteria; E. Maine Library Association Minimum Standards for Public Library Service: 1971; F. State Library Organizational Chart; G. Public Library Construction Title II, LSCA; and H. L.D. 828, An Act Creating Regional Library Systems.

GOALS

GOALS

BROAD GOAL

The broad goal of the Five-year Plan as stated here was developed jointly by the Maine State Library staff and the Maine Library Advisory Committee representing the Maine Library Association, the Maine School Library Association and the Maine Library Trustees Association.

DEVELOPMENT AND COORDINATION OF THE SERVICES AND RESOURCES OF ALL TYPES OF LIBRARIES/MEDIA CENTERS IN ORDER TO ACHIEVE EQUALIZATION OF ACCESS TO TOTAL LIBRARY RESOURCES FOR ALL MAINE PEOPLE.

SUB-GOALS

Each of the sub-goals is further explained in the following project sheets.

OUTCOMES

Column labeled outcome will be used to indicate results at the end of the fiscal year.

SUMMARY: SUB-GOALS

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Sub-goal	Target Group	Project
1. To provide centralized technical processing services.	State Library, Bookmobiles, Libraries	General Loan & Reference: Technical Processing
2. To provide service to those who have no other access to materials and information.	Public, School, Academic Libraries, & State Agencies	General Loan & Reference: Loan & Reference Service
3. To provide documents as outlined in Maine law.	State Agencies, Libraries, Individuals	General Loan & Reference: Federal & State Documents
4. To provide full utilization of the ERIC System.	General Public, State Agencies, Libraries	General Loan & Reference: Educational Research Information Center (ERIC)
5. To develop a cooperative team approach in assisting public and school library development.	Public & School Libraries	Library Development: Team Consulting
6. To assist in establishing a regional library system (implementation of LD 828 as relates to Library Development).	All Types of Libraries	Library Development: Regional Library System (LD 828)
7. Conduct On-Going Projects.	All Types of Libraries	Library Development: On-Going Projects
8. To provide appropriate library services to the handicapped.	Visually & Physically Handicapped	Library Development: Regional Library for the Handicapped
9. To improve, develop, and extend library services to institutional libraries on a statewide basis.	Institutionalized Persons: Inmate, Patient, or Student	Library Development: Institutional Library Developmer

Sub-goal	Target Group	Project
10. To loan 16mm films at no cost to public libraries.	Public Libraries, General Public	Library Development: North Country Film Cooperative
11. To provide consulting service in educational media.	Public & School Libraries, School Teachers & Administrators	Library Development: Media Team
12. To give library service to yet unserved public in Maine.	Individuals: Adult, Young Adult, Children	Library Development: Bookmobile Service
13. To provide statewide regional library system.	All types of libraries	Interlibrary Cooperation: Statewide Library Development
14. To improve access to materials through communication links.	Public, School, Special, & Academic Libraries	Interlibrary Cooperation: Telephone-Teletype Network
15. To provide a region wide center for preservation of print materials.	Public Libraries, State & Local Agencies, & Non-Profit Historical, Educational, & Cultural Institutions	Interlibrary Cooperation:

PROJECT PLANS

PROJECT General Loan & Reference: Technical Processing

Sub-Goal: 1 To provide centralized technical processing services.

Target Group State Library, Bookmobiles, Libraries

Function To acquire and prepare materials for circulation through bookmobiles and Maine State Library.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. To initiate the NELINET program for processing books.	(a) The following conditions must be met before NELINET is fully implemented. (1) secure necessary state funding by 1/74. (2) upgrade one position by 1/74. (3) have necessary equipment installed by 1/74. (4) coordination of technical processing staff at Portland & Bangor by 1/74. (5) training of State Library staff by 1/74.	x					

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
(a) Cut process time by 50 percent.	(b) Compare current time with NELINET time.			x			
(b) Cut processing cost by 50 percent.	(c) Compare before and after costs.			x			
2. Increase participation in free card catalog service in cooperation with New Hampshire State Library by 10 percent.	(d) Compare before and after count.	x					
3. Phase out New Hampshire State Library cooperative catalog program.	(e) Compare before and after			x			

PROJECT General Loan & Reference: Loan & Reference Service

Sub-Goal: 2 To provide service to those who have no other access to materials and information.

Target Group Public, School, Academic Libraries, and State Agencies.

Function To provide for the specialized reading needs of residents by supplementing collections of local libraries and to provide reference materials and services to State departments, employees, and individuals.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Fill mail requests for individuals & libraries.	(a) Compare number of requests submitted with requests filled.	x	x	x	x	x	
2. Distribution of lists of new acquisitions.	(b) Bi-monthly distribution of lists.	x	x	x	x	x	
3. Increase number of applicants for WATS numbers from all types of libraries by 10 percent.	(c) Compare before and after percentages.		x				
4. Up date general loan & reference collection to meet State agency needs.	(d) Survey of State agencies' needs.		x	x			
5. To initiate planning efforts to provide service to all VTI's.	(e) A completed plan.		x				

Implementation steps	Evaluation	Fiscal Years 73	74	75	76	77	Outcomes
6. To determine the effect of increased hours on State Library utilization.	(f) Circulation records.			X			

PROJECT General Loan & Reference: Federal & State Documents

Sub-Goal: 3 To provide documents as outlined in Maine law.

Target Group State Agencies, Libraries, Individuals.

Function To serve the reference needs of public libraries, school libraries, and state employees.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Increase utilization of documents collection by 10 percent.	(a) Circulation statistics.		x				
2. Contract for restoration of 112 maps.	(b) Map count.		x				
3. Conduct an inventory of State documents.	(c) Completed inventory.		x				
4. Contract for restoration of original Indian treaties and documents.	(d) Completed contract.		x				

PROJECT General Loan & Reference: Educational Research Information Center (ERIC)

Sub-Goal: 4 To provide full utilization of the ERIC system.

Target Group General Public, State Agencies, Libraries.

Function To establish an information clearinghouse for research materials in education.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Coordinate and join with the efforts of the newly established Education Information Center (a joint effort between Vermont and New Hampshire to establish an educational information clearinghouse for research materials in education).	(a) Status of operational plan.		x				
2. Implement training sessions on a regional basis to train teachers in the use of ERIC indexing tools, writing computer search requests, and interpretation of computer search request results.	(b) Staff position to plan workshops.		x				
	(c) Number of workshops conducted.			x			

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
3. Maintain a file of computer searches and make these searches available to state educators.	(d) Status of active file.		x				
4. Establish and maintain contact with computer retrieval centers and direct users to the appropriate center for searches.	(e) Assessment of regional resource and referral centers.		x				

PROJECT Library Development: Team Consulting

Sub-Goal: 5 To develop a cooperative team approach in assisting public and school library development.

Target Group Public & School Libraries

Function The purpose of the program is to assist public and school libraries to better serve their communities through cooperative efforts with each other and the Maine State Library.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Conduct at least 5 workshops for 50 percent of Maine's public librarians and 25 percent of the school librarians.	(a) Head count.		x	x			
2. Provide advisory assistance to local libraries for library development upon request.	(b) Compare number of requests with number of requests filled.	x	x	x	x	x	
3. Team evaluation of local libraries upon request.	(c) Compare number of requests with number of requests filled.	x	x	x	x	x	
4. Plan future programs by consultant team approach.	(d) Written plan.	x	x	x	x	x	
	(e) Types of people involved in planning.	x	x	x	x	x	

PROJECT Library Development: Regional Library System (LD 828)

Sub-Goal: 6 To assist in establishing a regional library system (implementation of LD 828 as relates to Library Development).

Target Group All types of Libraries

Function The purpose of the program is to assist public and school libraries to better serve their communities through cooperative efforts with each other and the Maine State Library.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Implement new (LD 828) state aid plan formula (10¢ per capita).	(a) Dispersal of $80,000.		x				
2. Begin to initiate regional plan by hiring two new regional consultants.	(b) Number of people hired.		x				
3. Hire Legislative coordinator to set up operational details for expenditures and planning.			x				
4. Set priorities for expenditures for "Statewide Library Development section."			x				
5. Coordinate work of the Maine Library Commission for operation of the regional system.			x				

PROJECT Library Development: On-Going Projects

Sub-Goal: 7 Conduct On-Going Projects

Target Group All types of Libraries

Function The purpose of the program is to assist public and school libraries to better serve their communities through cooperative efforts with each other and the Maine State Library.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
See the following individual projects: 1. Handicapped 2. Institutional 3. North Country Film Co-operative 4. Bookmobile 5. Media Team							

PROJECT Library Development: Regional Library for the Handicapped

Sub-Goal: 8 To provide appropriate library services to the handicapped.

Target Group Visually & Physically Handicapped

Function To coordinate statewide library service to meet the library needs for the visually and physically handicapped in Maine.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Increase readership from 1450 to 2000.	(a) Head count.			x			
2. Increase amount of visual aids.	(b) Inventory.	x	x	x	x	x	
3. To provide further training for sub-regional librarians.	(c) Compare number of regional librarians with number attending training workshops.	x	x	x	x	x	
4. Provide increased financial support for sub-regional libraries.	(d) Compare future funding level to present level.	x	x	x	x	x	
5. Conduct inventory of visual aids out on loan.	(e) Number of responses to questionnaire by returning unused equipment.	x	x	x	x	x	

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
6. Design a system for cassette programs.	(f) Finished document.		x				
7. Publish quarterly newsletters to T.B. readers.	(g) Finished document.	x	x	x	x	x	
8. Increase large print titles from 450 to 1000.	(h) Inventory			x			
9. Establish a T.B. service center at libraries in every large population center.	(i) Compare future number of of source centers to current number.					78	
10. Personal delivery to each new reader of T.B. machine and related information.	(j) Compare number of new readers to machines delivered.	x	x	x	x	x	
11. Develop new reference service program.	(k) Completed program.				x		
12. Develop children's program.	(l) Completed program.				x		
13. Establish two additional sub-regional libraries.	(m) Establishment of two additional sub-regional libraries.				x		
14. Purchase commercially produced cassettes.	(n) Number of commercially produced cassettes purchased.		x	x	x	x	x
15. Develop French program on cassettes.	(o) Completed program.				x		
16. Inward WATS line.	(p) Operational inward WATS line.						x
17. Publish additional catalogs. brochures, and bibliographies.	(q) Finished products.		x	x	x	x	x

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
18. Establish volunteer program.	(r) Established program.			x			
19. Computerize circulation system.	(s) Operational computerized circulation system.					x	
20. New physical plant for regional library.	(t) Relocation.					x	

PROJECT Library Development: Institutional Library Development

Sub-Goal: 9 To improve, develop, and extend library services to institutional libraries on a statewide basis.

Target Group Institutionalized persons: inmate, patient, or student

Function To improve library service in state institutions and to help each institution meet standards of institutional library service.

Implementation steps	Evaluation	Fiscal Years 73	74	75	76	77	Outcomes
1. Determine what library services and resources are currently available.	(a) Completed inventory.		x				
2. Assessment of the ten year institutional plan.	(b) Annual review statements.	x	x	x	x	x	
3. Review annual reports of institutional libraries.	(c) Annual review statements.	x	x	x	x	x	
4. Increase institutional library resources according to institution needs.	(d) Survey to determine needs		x				
5. Initiate inter-institutional library loan/ bibliographic services.	(e) Inter-library loan circulation statistics.		x				

Implementation steps	Evaluation	Fiscal Years 73	74	75	76	77	Outcomes
6. Develop audiovisual resources and services.	(f) Number of institutions with audiovisual resources and services.		x				
7. Plan institutional staff workshops.	(g) Compare number of staff to number attending workshops.	x	x	x	x	x	
8. Determine need for operations manual and write if necessary.	(h) Survey results.		x				
9. Determine user needs and establish priorities.	(i) Survey results.	x	x	x	x	x	
10. Determine what library services and resources are being used.	(j) Survey results.			x			
11. Review program goals and objectives.	(k) Revised goals and objectives statement.	x	x	x	x	x	
12. Provide assistance to institutional librarians in ordering/processing materials.	(l) Requests from institutions for assistance.	x	x	x	x	x	
13. Update and weed institutional library collections.	(m) Completed project.	x	x	x	x	x	
14. Promote local library services to institutional libraries.	(n) Number of cooperative contacts between local and institutional libraries.	x	x	x	x	x	

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
15. Compare institutional library resources against appropriate national standards.	(o) Comparative study.	x	x	x	x	x	
16. Obtain advisory opinion of other appropriate state agencies on current services offered at institutional libraries and review priorities.	(p) Survey.		x				
17. Provide assistance in designing service plan which will set forth minimum collection, staff, and budget requirements for each institutional library.	(q) Completed plan.	x	x	x	x	x	
18. Institutional librarians review problems and progress.	(r) Annual meetings.	x	x	x	x	x	

PROJECT Library Development: North Country Film Cooperative

Sub-Goal: 10 To loan 16mm films at no cost to public libraries.

Target Group Public Libraries, General Public

Function The function of this program is to make free films available to community groups through their local public library.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Revise tri-state cooperative policies and procedures.	(a) Completed document.	x	x	x	x	x	
2. Review current scheduling and distribution procedures.	(b) Compare present with later document.	x	x	x	x	x	
3. Increase circulation of 16mm films by 15 percent.	(c) Circulation statistics.		x				
4. Extend circulation to bookmobiles.	(d) Circulation statistics.			x			
5. Extend circulation to school libraries.	(e) Circulation statistics.			x			

PROJECT Library Development: Media Team

Sub-Goal: 11 To provide consulting service in educational media.

Target Group Public & School Libraries, School Teachers & Administrators

Function To assist in coordinating school library and school media programs and to assist library/media people as well as teachers and school administrators in acquiring media competencies.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. To implement a certification program for school library/media people.	(a) Certification effective.		x				
2. To conduct leadership training programs for 4 library/media people in each region of the state relevant to media competencies outlined in the certification.	(b) Count of regions and and people in regions.		x				
3. To determine if a pilot program with the media van in one region of the state is feasible.	(c) Questionnaire.	x	x				
4. To provide ITV program teacher guides to all teachers requesting.	(d) Compare requests with requests filled.	x	x	x	x	x	

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
5. To train people on a regional basis to conduct ITV workshops.	(e) Number of workshops the instructed people do.	x	x				

PROJECT Library Development: Bookmobile Service

Sub-Goal: 12 To give library service to yet unserved public in Maine.

Target Group Individuals: Adult, Young Adult, Children.

Function To provide bookmobile service to isolated communities in Maine not having public libraries.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Establish 10 deposit collections in towns without bookmobile service.	(a) Percentage of deposit collections placed.		x				
2. Increase adult use of bookmobiles by at least 10 percent.	(b) Comparing 1975 circulation records with those of 1973.			x			
3. Establish 5 additional evening stops.	(c) Number established above present 2.			x			
4. Complete a plan on ways to utilize audiovisual services on bookmobile.	(d) Completed document.			x			
5. Include 100 percent of bookmobile librarians in Maine State Library Book Selection Meetings.	(e) Compare number of bookmobile librarians attending meetings to number now attending.	x					

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
6. Establish ninth bookmobile route.	(f) Functioning route.			x			
7. Purchase ninth bookmobile.	(g) Purchased product.			x			

PROJECT Interlibrary Cooperation: Statewide Library Development

Sub-Goal: 13 To provide statewide regional library system.

Target Group All types of librarys in Maine.

Function To make it possible for the Maine Library Commission to further implement and refine a regional library system for Maine.

Implementation steps	Evaluation	Fiscal Years 73	74	75	76	77	Outcomes
1. Employ a legislative coordinator.	(a) Coordinator employed by October 15, 1973.	x					
2. Plan monthly meetings of the Maine Library Commission.	(b) Meetings called to order and minutes.	x	x				
3. Organize and prepare necessary forms and application procedures.	(c) Forms prepared and distributed by January, 1974.		x				
4. Conduct a series of workshops on L.D. 828.	(d) Workshops held regionally and evaluation feedback forms completed.		x				
5. Prepare public information and dissemination on cooperative plans of service and the regional system.	(e) Coverage by at least the major newspapers in Maine. Publicity packet prepared.	x	x				

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
6. Revise minimum MLA standards for library service in Maine.	(f) Standards revised to accommodate new legislation and distributed by January, 1974.		x				

PROJECT Interlibrary Cooperation: Telephone-Teletype Network

Sub-Goal: 14 To improve access to materials through communication links.

Target Group Public, School, Special, and Academic Libraries

Function To make the total library resources of the State more immediately available to every resident.

Implementation steps	Evaluation	Fiscal Years					Outcomes
		73	74	75	76	77	
1. Increase number of applicants for WATS numbers from all types of libraries by 10 percent.	(a) Compare before and after percentages.		x				
2. To initiate planning efforts to provide service to all vocational technical institutes.	(b) Completed plan.		x				
3. Prepare publicity and other information on Wide Area Telephone Service for distribution to all types of libraries.	(c) Contact made to every library not presently participating in the system.		x				

PROJECT Interlibrary Cooperation: New England Document Conservation Center

Sub-Goal: 15 To provide a region wide center for preservation of print materials.

Target Group Public libraries, State and local agencies and non-profit historical, educational, and cultural institutions.

Function Purpose of the Center is to administer facilities and staff to restore, preserve, and maintain the physical condition of books, prints, maps, manuscripts, etc.

Implementation steps	Evaluation	Fiscal Years 73	74	75	76	77	Outcomes
1. Support through financial aid the establishment and maintenance of the Center.	(a) End of year progress report.		x				
2. To participate as a governing board member in the direction and activities of the Center.	(b) Attendance at every board meeting.	x	x	x	x	x	
3. To plan a series of workshops directed toward the conservation of municipal and other local records or documents.	(c) Two regional workshops complete and evaluation feedback sheet completed.		x				
4. Publicize and disseminate information on services and programs of the Center	(d) Pamphlet distributed to every library and municipal office and historical society in Maine.	x	x	x			

FVALUATION METHODS

EVALUATION METHODS

Introduction

In attempting to develop evaluation strategies for the various elements of this 5-year plan, it is recognized that the traditional concept of evaluation is too narrow and restrictive. Evaluation must be more than a process which takes place after a project or activity has been completed, simply for the purpose of determining its successfulness. Rather, evaluation is a process which can assist in making decisions from the initial stages of a project, through the implementation, to termination or long-range continuation.

Therefore we have chosen to base our evaluation plan on the CIPP model. Briefly stated, this model consists of four types of evaluation which service different types of decisions.

Context: determination of goals, planning, and definition of operational environment

Input: assessment of personnel, schedules, facilities and budget

Process: monitoring program through feedback and refinement of plans and procedures

Product: measurement and interpretation of attainment.

Time Frame for Implementation

For every project (see project sheets) a time schedule is indicated for the attainment of implementation steps.

APPENDICES

A. GENERAL DESCRIPTION OF ON-GOING PROGRAMS

GENERAL DESCRIPTION OF STATE LIBRARY PROJECTS

General Loan and Reference

A. Teletype Network. The State Library, four of the larger public libraries, and the four largest academic libraries are linked together by teletype. A patron in a small community whose request for information or materials cannot be filled locally can ask that it be checked in the libraries on the teletype network.

B. WATS Line. All academic and state operated institutions, public libraries with telephones and secondary schools with a full time librarian in charge can have direct access to the WATS line at the State Library. Through the teletype network and the WATS line, individuals in remote communities have access to the largest collections in the state.

C. Catalog Card Service. Under Title I of the Library Services and Construction Act (LSCA), the State Library, in cooperation with the New Hampshire State Library, offers centralized preparation of catalog cards, free of charge, to public libraries requesting it.

D. Educational Resources Information Center (ERIC). The State Library acts as an information clearinghouse for resource materials in the field of education. Computer searches are initiated on request. Awareness workshops on utilization of ERIC resources will be conducted for school and public library personnel.

E. State and Federal Documents. A reference service is provided to state employees and individuals utilizing state and federal documents. The State Library is a selective depository for federal documents and maintains a complete file of all state documents and reports.

Library Development

A. Workshops. The State Library in a team effort plans and organizes series of workshops such as

1. "Round Tables" held at various libraries four times a year discuss problems and issues relating to library service. Participants are usually public librarians, but the 1973 Round Tables were also directed to school librarians.
2. Book Selection meetings are held by the State Library every other month in seven locations, to give public librarians an opportunity to examine a large selection of recently published books.

B. Film Cooperative. In 1958, the Maine State Library joined with the state library agencies of New Hampshire and Vermont to form the North Country Libraries Film Cooperative. A wide selection of 16mm films is available through the Cooperative to public libraries in the three states for library-sponsored programs and for use by organizations in the community. These films are being used increasingly by Maine public libraries, and the Cooperative makes it possible for them to provide a service which few could finance locally.

C. Institutional Libraries. A consultant coordinates the services and programs of nine state supported institutional libraries.

D. Regional Library for the Handicapped is operated by the Maine State Library. In an effort to provide service equal to the service available to persons who use conventional print, four sub-regional libraries work in cooperation with the Regional Library. Sub-regional libraries are located at the Bangor Public Library, Cary Library, Houlton, Lewiston Public Library and Portland Public Library.

E. Bookmobile Services. Maine's library outreach program is also provided primarily by the State Library. Eight bookmobiles travel regularly through areas of the state not served by local public libraries. The bookmobiles reach people who might never have access to materials. However, since each bookmobile stop is visited only once every three or four weeks, the bookmobile is not an adequate substitute for an active library. Perhaps not as widely known and used as it should be is the mail-order service offered by the State Library directly to individuals in communities with no public library or with one that is open fewer than five days a week.

F. Media Team consulting services are available to both school and public libraries, instructional media specialists, teachers, and school administrators.

G. Regional Library System. The State Library is responsible for the implementation and corrdination of a legislated plan for regional library service.

H. Consultant Services. Consultant service to local public and school libraries is provided by the State Library through

1. Advisory assistance on all types of organization and service problems
2. Telcon Service - a special telephone consultant service to small public libraries
3. Surveys conducted for public libraries by the consultant team of the State Library.

I. The Downeast Newsletter is published bi-monthly by the State Library and the Maine Library Association and sent to all public libraries in the state in an effort to provide a viable and effective means of communication.

B. ECONOMIC AND DEMOGRAPHIC INFORMATION

ECONOMIC AND DEMOGRAPHIC INFORMATION

It is important to consider the general characteristics of the state which will affect any plan for library development. Therefore, any estimate of the future library needs of the state must take into account future population, the age-sex characteristics of this population and its geographic distribution across the state. Additionally, a partial profile of the Maine economy, including educational attainment and employment data, is also presented. Data concerning the economy and demography of Maine will impinge on the demand for library services, as well as the ability of the populace to pay for library services.

The Setting - TOPOGRAPHY

The State of Maine, nearly as large as the rest of New England combined, has an interesting and varied topography. Essentially, the State is a broad plateau. The Longfellow Mountain Range, part of the Appalachian chain, is about 250 miles long by 50 miles wide and covers roughly one-third of the State. Mount Katahdin is Maine's highest mountain at 5,267 feet.

The rugged rock-bound coast is perhaps the most unique feature of the State. Extending nearly 3,500 miles, Maine's shoreline is the longest on the East Coast. There are 1200 islands off the coast.

Most of the State is covered by water and woodland and is very sparsely populated. Maine has a larger ratio of forest land to total area than any other state. The 17 million acres of woodland cover nearly 88% of the State's acreage. Maine's 1.5 million acres of inland water is about 63% of the entire New England total.

The above points out that the topography of Maine represents a tremendous growth potential in tourism and a significant factor in Maine's economic future. The reporting public recreation areas in the State logged a total of over 5,040,000 visitor days in 1970 for a 64.5% increase since 1965. Visitor days in 21 State Parks show a 77% increase over 1965. The nationwide boom in overnight camping has a heavy impact on Maine showing a 67.6% increase over 1965 in overnight stays. All of this demonstrates that more people every year look to Maine for recreation.

POPULATION

Between 1960 and 1970 the population of Maine grew by 23,000 persons, from 969,000 to 992,000, an increase of 2.4% since 1960. This is the lowest decennial rate of increase in nearly a century. Six of Maine's 16 counties actually decreased in population during the '60s. Aroostook County lost 12.8% of its 1960 population for the greatest decrease, and Washington County had the second greatest loss with 11.6%. Population projections for 1970 and 1975 show a 3.7% increase and 1975 - 1985 a 10.2% increase.

The small increase in the population between 1960 and 1970 was produced by the difference between a natural increase of almost 100,000 and a net outmigration of 71,000 (see table 1). This net migration loss is equivalent to more than 7% of the State's total population in 1960.

Population - Age Composition

Population by age group estimates (by the U.S. Bureau of Census, 1966) indicates that Maine has the most unusual age group distribution of any New England state. According to the report, 10.4% of Maine's population is under 5 years old - highest proportion of any New England state; 32.3% of Maine's people are between 18 and 44 - lowest of the New England states; and 11.3% of the State's population is over 65 years old - highest percentage of the New England states (see tables 2,3).

Population - Urban and Rural Geographic Distribution

Maine is predominantly nonmetropolitan. In 1970 (28.6%), and in 1960 (27.8%), less than 30% of the total population was found to be living in the two metropolitan areas of Portland and Lewiston-Auburn (see table 4). Population of the metropolitan areas, however, grew five times as fast as that of the nonmetropolitan areas. (Cities in the metropolitan areas have actually decreased in population).

Maine does reflect the national trend of movement from rural to suburban areas. However, since 14 of Maine's 22 cities experienced population decreases between 1960 and 1970, it is apparent that people leaving rural areas are not moving to central cities but rather to towns surrounding the cities.

Population - Density

Maine has a population density of 32.6 persons per square mile with a high range of 217.3 for Cumberland County to a low of 4.3 in Piscataquis County. This compares with the U.S. average of 57.5 persons per square mile (1970 figures).

Relevancy to Libraries

The size, age composition, geographic distribution and density of Maine's population will influence the kind of library service needed. Maine's population is characterized by a relatively small population dispersed over a very large land area. While population

growth is expected, it is not apt to be particularly rapid or to basically alter present population distribution. Because of population distribution, costs of providing public library service in Maine may exceed that of many other states. The dispersion of population does not facilitate equal access to materials and may require higher per capita expenditures. Taking into consideration the modest growth of population, emphasis perhaps can be placed on upgrading existing services and building library service networks, rather than expansion.

Continued urbanization trends suggest special emphasis and consideration should be given to the problems of library development in the more populated areas of the state. At present, 35.1% of the State's population live in 18 cities of 10,000 or more population. Taking into consideration urban trends and industry recruitment campaigns, these communities are likely to hold close to 50% of the State's total population.

Future library development plans should consider Maine's population shift from rural areas, not to central cities but to towns surrounding central cities.

Because the public library in Maine has developed most successfully in the cities, people in rural Maine are not apt to know what librarians mean by "good library service." As the Task Force study points out, because of the essentially rural nature of Maine, every effort must be made to provide information to a better understanding of what good library service really means.

One final observation is that with the slow migration of population to urban centers, state operated bookmobiles should play an increasingly significant role in serving rural library needs.

ECONOMY

Between 1967 and 1970 total manufacturing employment decreased yearly to a total of 3% over that period - a loss of about 3,800 jobs. In 1970, the sources of greatest employment in Maine were:

Retail trade	51,000
Services	43,000
Local Government	33,000
Leather	26,000
Paper	18,000
Agriculture	14,400

Local Government and Retail trade had the highest '69 to '70 employment growth with increases of 5.4% and 3.7% respectively. Agriculture had the greatest employment loss in the ten year period between '60 and '70 (see table 5).

We can learn some valuable facts about employment in this State by comparing employment rates of Maine, New England, and the U.S. in various economic sectors.

Employment Growth Rates, 1960 to 1970
(percent per year)

	total employment	Manufacturing	Transportation	Trade	Finance Real Estate	Service	Gov't
U.S.	2.67%	1.43%	1.18%	2.74%	3.29%	4.59%	4.19%
N.E.	2.01	.02	1.20	2.73	3.00	4.60	3.16
Maine	1.79	.51	.28	2.03	3.17	3.51	3.25

The above table indicates that between 1960 and 1970 total employment grew at substantially lower rates in both Maine and New England than in the U.S. Annual growth rates in most non-manufacturing sectors are significantly higher than in the manufacturing sector. Service, Government, and finance are among the fastest growing sources of employment in all three geographic areas.

Unemployment

Table 6 compares Maine and U.S. unemployment rates from 1967 through September of '71. It should be noted from the table that, in recent years, Maine's unemployment rate has been consistently higher than that of the U.S. This difference, moreover, was on the average greater through the first 8 months of 1971 than for the 4 years previous to 1971. Maine has suffered greater unemployment than the U.S. as a whole. There seems to be no indicators that unemployment rates will go down in the near future.

Income

The total per capita personal income for Maine in 1970 is $3,252. This is below the U.S. per capita income of $3,921 and New England per capita income of $4,277. (see table 7)

Relevance to Library Services

Due to the economic expansion of service, finance, and real estate, the need for technological and management information is likely to increase. As business and government become more complex and specialized the demand for informational resources to form the background for intelligent decisions will increase.

With the continued economic development of Maine, specific materials related to particular industries will be needed as these activities, such as tourism, become more prominent in the economy.

Government, like business, is becoming larger in Maine. Availability of timely information and the continued upgrading of programs and personnel will require an increased level of library resource support. Individual government agencies increasingly need access to substantial resources of reference material to conduct their planning and operations.

General economic indicators, such as employment and personal income trends, indicate a general inability of the populace to pay for needed library services. Of particular significance are the differences between per capita wage levels in urban and rural areas. The urban workers' income is nearly three times that of employed persons in rural areas, where unemployment is most chronic. Coupled to an overall low per capita income is the fact that cost of living in Maine is equal to the national average.

Perhaps through combining Federal assistance, state aid, and local incentive for financial support, Maine will have the means to finance library development.

EDUCATION :

General Characteristics

The number of children born in Maine decreased steadily every year between 1961 and 1968. In 1968 and 1969 birth rates increased again, but the 7 "lean" years will make a difference for the next few years. If migration trends continue in Maine, total public school enrollments may begin to decline by the mid 1970's. The net effect of the above could be a stabilization of some public school expenditures - at least temporarily. Total kindergarten, elementary and secondary school enrollment in 1960 was 195,350 and in 1970, 241,200. (see table 8)

A law creating a system of higher education for Maine was passed in 1968. Under this law, the University of Maine and the five State Colleges were unified into one cohesive structure. Enrollment at the University of Maine's seven campuses was 12,900 in 1969; in 1962, 4,959 (see table 9). The University of Maine's Continuing Education program has experienced tremendous growth since 1963. Course registrations rose from 4,700 in 1963 to 20,200 in 1969. Every indication seems to point toward even greater enrollment strides in the immediate future. Enrollment in Maine's 16 private colleges decreased slightly in 1969 - less than 1% to about 9,000. Enrollment in the 16 private colleges in 1962 was 5,975; in 1969, 9,000. Vocational training facilities as well as enrollment has experienced considerable growth. Since 1962, five new vocational technical institutes have opened. Enrollment in 1969 showed a 27% increase over the previous year.

One unique development in Maine is the outward migration factors in relation to college graduates. Migration patterns tend to be highly selective by age. The age group 25 to 44 years old shows a reduction of 16,000 persons or 7% in a 10 year period between 1960 and 1970. According to a University of Maine Manpower Research Project over 30% of the University's graduates are found living out of state one year after graduation. After five years, more than half are living in other states. The percent of migration runs much higher than half in some graduate fields of specialization (see table 10). It seems that a large proportion of well educated, many at public expense, migrate to other states to seek employment.

Attainment Levels

Accompanying a gradual population growth of the State has been a general upgrading of the level of education achieved by the population. No single statistic seems to indicate the overall condition of improvement, several individual factors support a trend. These factors are as follows:

The median school years completed by Maine residents 25 years and older increased from 11.0 years in 1960 to 12.1 years in 1970.

8.4 percent of Maine's population have attended four years or more of college while 54.7% have attended four or more years of high school in 1970. These levels of attainment compare to 5.5% and 43.2% respectively in 1960.

Educational Level Attained by Persons 25 Years Old and Over in Maine

	Median School years completed	Less than 5 years	High School or more	4 yrs. College or more
1960				
U.S.	10.5	8.3	41.1	7.7
Maine	11.0	3.5	43.2	5.5
1970				
U.S.	12.2	5.3	55.2	11.0
Maine	12.1	2.8	54.7	8.4

Of the population between the ages of 5 and 34 years old, 58.9% were attending school in 1970 compared with 44.2% in 1950.

The holding power of Maine's secondary schools has been strengthened. The number of Maine students who drop out of high school before graduation has decreased significantly in recent years (4,170, 1960; 1,950, 1970). Figures show a ten-year decrease of over 50% in dropouts while total high school enrollment increased over 50% in the same period.

The percent of 9th graders to achieve graduation has increased from 66.5% in 1960 to 84.5% in 1970 (Ref. table 8).

Relevancy to Libraries

The higher enrollment at all levels will increase the use of all types of libraries. Utilization of public libraries may be expected to increase as educational attainment levels of the population rise. Higher levels of educational attainment are generally considered to result in higher literacy and a greater awareness of, and interest in, library materials.

With the rapid growth of continuing education and self-education programs, a growing need will exist for materials for program support. The above need also affects persons in job-retraining, those learning additional skills, as well as those simply learning more about the world which surrounds them.

Formal and informal educational efforts are rising in Maine. As this occurs, increasing demands will be placed on those institutions which support all learning. The library is one such institution.

The library exists to further the education and enrichment of the lives of people with both general and specialized interests, including assistance to continuing education efforts. Through these efforts the library can foster the continual economic, social, and cultural development of Maine.

Table 1.

Table 3. Components of Population Change by Race: 1970 and 1960

[Detail by race shown where available; for meaning of symbols, see text]

The State Metropolitan State Economic Areas Counties	Population		Change		Components of change			
							Net migration	
	1970	1960	Number	Percent	Births	Deaths	Number	Percent
THE STATE								
Total population	990,848	969,265	22,783	2.4	203,045	100,330	-79,948	-7.3
White	969,378	947,201	21,962	2.3	200,348	104,886	-69,478	-7.2
Negro and other races	5,771	5,074	796	13.4	5,885	436	-1,489	-24.5
Metropolitan areas	383,897	369,043	14,744	3.8	80,078	31,313	-16,622	-3.9
Inside central cities	131,046	127,819	-4,773	-1.9	27,936	17,309	-10,803	-13.3
Outside central cities	133,761	131,244	21,517	16.4	33,448	14,104	6,181	4.7
Nonmetropolitan areas	708,941	750,302	8,039	1.1	148,384	78,087	80,318	-8.6
METROPOLITAN STATE ECONOMIC AREAS								
Portland								
Total population	183,838	183,781	8,777	5.2	36,386	21,469	-7,186	-3.9
Inside central city	65,116	72,906	-7,480	-10.3	14,636	9,851	-13,866	-18.5
Outside central city	137,619	110,186	17,297	15.8	23,969	11,518	6,646	6.4
Lewiston-Auburn:[3]								
Total population	91,378	86,313	4,867	5.8	16,794	9,844	-2,813	-4.1
Lewiston city	41,779	40,804	975	2.4	8,339	4,585	-2,789	-6.8
Auburn city[3]	24,151	24,449	-298	-1.2	4,454	3,273	-2,879	-8.5
Outside central cities	25,348	21,059	4,290	20.4	4,141	2,586	1,338	6.3
COUNTIES								
Androscoggin	91,379	88,313	4,867	5.8	16,794	9,844	-2,813	-4.1
Aroostook[4]	82,463	106,864	-13,601	-12.8	16,377	7,893	-21,885	-20.1
Cumberland	183,838	183,781	8,777	5.2	36,386	21,469	-7,186	-3.9
Franklin	23,444	20,809	2,335	11.8	4,439	2,635	388	1.9
Hancock	34,588	32,302	2,287	7.1	5,883	4,231	788	2.2
Kennebec	88,247	89,158	6,087	6.8	15,381	9,883	-3,388	-3.8
Knox	29,813	28,578	438	1.6	4,677	4,082	-387	-1.0
Lincoln	20,537	18,487	2,048	11.6	2,273	2,883	1,250	7.1
Oxford	42,487	41,241	-886	-2.8	8,491	5,181	-4,278	-9.6
Penobscot	128,303	132,346	-963	-0.8	24,783	12,417	-17,389	-13.7
Piscataquis	18,585	17,279	-1,084	-6.3	3,131	2,289	-1,888	-10.7
Sagadahoc	23,483	23,793	889	3.8	4,813	2,719	-1,438	-6.2
Somerset	49,887	38,749	846	2.1	8,378	4,879	-2,734	-6.9
Waldo	23,336	21,833	886	3.1	4,888	2,872	-988	-4.4
Washington	35,849	31,908	-3,048	-8.3	5,809	4,268	-4,388	-13.3
York	111,578	88,482	13,174	12.3	25,438	12,136	3,873	3.8

[1]Metropolitan State Economic Area (Cumberland County). [2]Androscoggin County, nearest equivalent to a Metropolitan State Economic Area. [3]A small portion of Auburn city is considered rural (see "Extended Cities" under Definitions and Explanations). In 1970, 1,000 residents of the city were classified as rural, representing 7.4 percent of the total population. [4]Corrected total for Aroostook County is 84,078.

Source: U.S. 1970 Census

Table 2.

DISTRIBUTION OF POPULATION,
BY AGE GROUP AS A PERCENTAGE OF TOTAL[a]
UNITED STATES AND NEW ENGLAND STATES, 1968 AND 1969,
AND MAINE 1970

State or Region	1968 Under 5 Years	5-17 Years	18-44 Years	45-64 Years	65 and Over	1969 Under 18 Years	18-64 Years	65 and Over
U.S.	9.3%	26.2%	34.6%	20.4%	9.6%	35.8%	55.3%	9.6%
N. Eng.	9.0	25.1	33.5	21.6	10.8	33.9	55.3	10.9
Me.	9.4	26.2	32.4	20.2	11.9	35.1	53.1	11.9
N.H.	9.4	25.6	34.0	20.1	11.1	34.6	54.4	11.0
Vt.	9.1	26.3	33.8	19.6	11.2	34.9	53.5	11.4
Mass.	9.0	24.8	33.0	21.9	11.4	33.5	55.1	11.4
R.I.	8.9	24.0	34.0	21.5	11.0	32.7	56.1	11.1
Conn.	9.1	25.3	34.3	22.0	9.3	34.1	56.6	9.3
Me. 1970	8.5	26.1	33.2	20.6	11.6	34.7	53.8	11.6

a. Rows may not add to 100% due to rounding.
Source: (base data) U.S. 1970 Census.

Table 3.

DISTRIBUTION OF POPULATION, BY AGE-GROUP AS A PERCENTAGE OF TOTAL, MAINE COUNTIES, 1970

County	Under 5 Years	5-17 Years	18-44 Years	45-64 Years	65 and Over	Under 18 Years	18-64 Years
Androscoggin	8.9%	25.6%	32.6%	20.9%	11.9%	34.6%	53.5%
Aroostook[b]	9.5	30.3	33.8	17.8	8.5	39.9	51.7
Cumberland	8.3	25.5	33.7	21.1	11.5	33.8	54.7
Franklin	9.2	26.1	34.2	19.6	10.9	35.3	53.8
Hancock	7.7	24.5	31.5	22.0	14.3	32.2	53.5
Kennebec	8.6	25.8	32.6	21.2	11.7	34.4	53.9
Knox	7.5	24.3	30.2	22.1	16.0	31.8	52.3
Lincoln	7.7	24.8	29.1	22.8	15.6	32.4	51.9
Oxford	8.2	28.1	29.8	21.8	12.2	36.2	51.6
Penobscot	8.3	25.8	37.4	18.7	9.8	34.1	56.1
Piscataquis	7.8	25.4	30.0	23.2	13.6	33.2	53.3
Sagadahoc	9.2	26.1	32.6	20.8	11.4	35.3	53.4
Somerset	9.0	27.0	31.4	21.2	11.4	36.0	52.6
Waldo	8.2	27.5	31.9	20.5	12.0	35.7	52.4
Washington	7.9	24.9	30.1	22.3	14.9	32.8	52.4
York	8.7	25.2	33.5	20.9	11.7	33.8	54.4
State Totals[b]	8.5	26.1	33.2	20.6	11.6	34.7	53.8

b. Figures do not include 1615 people because age group breakdown is not available for them.
Source: U.S. 1970 Census.

Table 4.

Table A. Population by Race and Metropolitan and Nonmetropolitan Residence: 1970 and 1960

The State Metropolitan and Nonmetropolitan Residence	Population		Change		Percent Distribution	
	1970	1960	Number	Percent	1970	1960
Total.....	992,048	969,265	22,783	2.4	100.0	100.0
Metropolitan residence[1]..	283,807	269,063	14,744	5.5	28.6	27.8
Inside central cities..	131,046	137,819	-6,773	-4.9	13.2	14.2
Outside central cities.	152,761	131,244	21,517	16.4	15.4	13.5
Nonmetropolitan residence	708,241	700,202	8,039	1.1	71.4	72.2
White.....	985,276	963,291	21,985	2.3	99.3	99.4
Metropolitan residence[1]..	282,197	268,074	14,123	5.3	28.4	27.7
Inside central cities..	130,154	137,242	-7,088	-5.2	13.1	14.2
Outside central cities.	152,043	130,832	21,211	16.2	15.3	13.5
Nonmetropolitan residence	703,079	695,217	7,862	1.1	70.9	71.7
Negro and other races	6,772	5,974	798	13.4	0.7	0.6
Metropolitan residence[1]..	1,610	989	621	62.8	0.2	0.1
Inside central cities..	892	577	315	54.6	0.1	0.1
Outside central cities.	718	412	306	74.3	0.1	...
Nonmetropolitan residence	5,162	4,985	177	3.6	0.5	0.5

[1]State economic areas.

Source : U.S. 1970 Census, general demographic Trends, 1960-70

Table 5

Maine Employment, Selected Years
(Monthly Average Number of Jobs)

Source of Employment	1960	1965	1969	1970	Change 1960 to 70
Total Work Force	371,600	372,600	402,300	407,400	+35,800
Total Unemployment	27,500	18,300	18,600	23,000	-4,500
Total Employment	344,100	354,200	383,600	384,080	+39,980
Total Non-Manufacturing	163,830	180,310	206,340	214,180	+50,350
Total Manufacturing	113,670	115,090	123,700	117,300	+3,630
Leather	24,100	28,450	28,130	25,840	+1,740
Paper, allied Products	18,160	17,690	18,030	17,580	-570
Transportation[a]	14,360	11,520	13,240	12,460	-1,900
Lumber and Wood	16,900	13,820	14,290	14,050	-2,850
Food	11,400	11,110	12,090	11,480	+80
Textiles	14,100	12,430	11,840	10,790	-3,310
Electrical Machinery	1,250	2,550	5,390	4,720	+3,020
Machinery Ordinance	1,500	3,080	3,340	2,850	+1,350
Apparel	2,660	3,070	3,310	3,440	+780
Rubber and Plastics	1,110	2,260	3,190	2,910	+1,800
Printing	2,390	2,460	2,750	2,850	+460
Fabricated Metals	1,960	1,810	2,690	2,930	+970
Petroleum and Chemicals	780	1,000	1,360	1,340	+560
Stone, Clay, Glass	1,040	1,230	1,200	1,150	+110
Furniture	890	1,300	1,060	850	-40
Misc. Manufacturing	890	900	770	730	+40
Primary Metals	280	440	730	1,010	+730
Instruments	130	140	290	320	+190
Total Trade	53,900	56,600	64,150	65,900	+12,000
Government Total	39,030	47,210	56,270	59,080	+20,050
Federal Government	9,560	9,010	9,310	9,080	-470
State Government	10,340	12,080	15,480	16,700	+6,360
Education	(1,890)	(2,500)	(4,800)	(5,020)	+(3,130)
Local Government	19,140	26,120	31,580	33,300	+14,160
Education	(11,070)	(16,150)	(19,840)	(20,950)	+(9,880)
Total Finance Ins. Real Estate	9,000	9,900	11,660	12,270	+3,270
Total Service	30,200	35,700	41,560	42,910	+12,710
Transportation Public Utilities	18,100	18,500	17,150	17,590	-510
Contract Construction	13,600	15,400	15,550	16,430	+2,830
Non-Farm, All other	44,700	42,000	38,700	38,200	-6,500
Agriculture	21,900	18,800	14,600	14,400	-7,500

a. Includes Kittery Naval Shipyard Employment.
Source: Maine Employment Security Commission; unpublished data.

RATE OF UNEMPLOYMENT

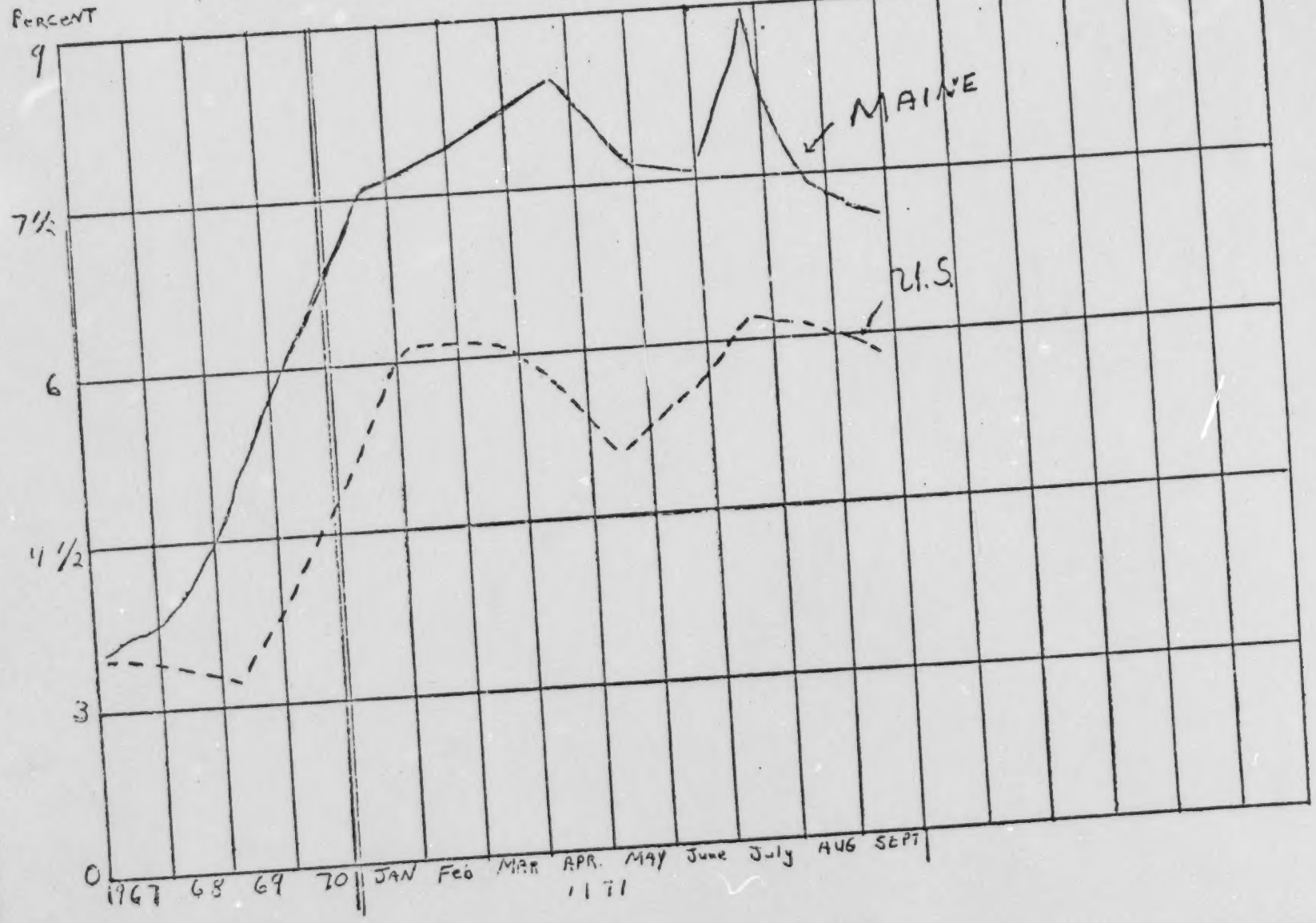

Table 6.

Table 7.

PER CAPITA PERSONAL INCOME, UNITED STATES[a] and NEW ENGLAND STATES, SELECTED YEARS, 1950-1970
(dollars)

Region or State	1950	1960	1966	1967	1968[r]	1969[r]	1970[r]
U.S.	1,496	2,216	2,937	3,109	3,436	3,705	3,921
N.E.	1,601	2,424	3,210	3,454	3,740	4,026	4,277
Me.	1,186	1,842	2,447	2,549	2,794	3,021	3,257
N.H.	1,323	2,144	2,814	3,001	3,245	3,434	3,590
Vt.	1,121	1,842	2,645	2,793	3,045	3,261	3,465
Mass.	1,633	2,457	3,213	3,460	3,702	4,070	4,360
Conn.	1,605	2,806	3,688	4,001	4,290	4,625	4,856
R.I.	1,375	2,219	3,059	3,297	3,558	3,714	3,902

r. revised
a. Includes Alaska and Hawaii 1950-1970 only.
Source: "Survey of Current Business," August 1971, p. 31.

Table 8.

Total Enrollment, High School Graduates and Percent to Graduate, Public Schools, Maine, Selected Years, 1930–1969

Grade	Year 1929-1930	1939-1940	1949-1950	1959-1960	1967-1968	1968-1969	1969-1970
Kindergarten	8,290	11,120	13,670	15,640	18,980	18,710	19,410
1	17,900	14,540	17,000	18,300	20,830	20,420	20,710
2	15,350	14,200	15,340	17,670	19,140	19,670	20,160
3	14,950	14,390	14,230	16,940	18,850	19,190	19,310
4	14,930	14,030	13,260	16,010	18,370	18,910	19,040
5	14,050	13,820	12,990	16,930	18,240	18,910	18,890
6	13,810	13,840	12,670	17,240	18,020	18,870	18,830
7	13,000	13,630	12,740	17,970	18,040	19,080	18,900
8	11,840	13,150	12,120	14,670	17,870	18,740	18,720
Special or Ungraded	740	400	210	500	1,260	2,240[a]	1,570
Total Elementary	124,860	123,120	124,230	151,870	169,600	174,740	175,530
9	9,810	11,690	10,520	12,410	17,360	18,050	18,090
10	7,200	9,610	8,730	11,420	16,110	17,130	17,160
11	5,740	8,390	7,590	10,690	14,330	15,630	15,730
12	4,780	7,260	7,100	8,850	12,690	14,170	14,350
Post Graduate	190	520	160	110	320	440	350
Total Secondary	27,720	37,470	34,100	43,480	60,810	65,420	65,680
Total Enrollment	152,580	160,590	158,330	195,350	230,410	240,160	241,200
Percent of Grade 9 to Graduate	43.3	53.5	59.4	66.5	77.7	82.8	84.5
Number of H.S. Graduates	4,200	6,120	5,930	8,300	12,010	12,790	14,000

Source: Me. Dept. of Education; unpublished data.

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Table 9.

a. Male and Female.
b. Estimated.
Source: Maine Dept. of Economic Development, unpublished data.

Enrollments[a] in Institutions of Higher Education
Maine, Selected Years, 1962-1969

College	1962	1967	1968	1969
Public	7,803	13,376	14,648	15,084
University of Maine	4,959	8,694	9,120	12,898[g]
Orono	4,477	7,126	7,581	7,294
Portland[e] (includes Law School)	482	1,291	1,297	2,819[f]
Augusta		177	242	285
State Colleges[b]	1,911	3,118	3,660	2,491[g]
Maine Maritime Academy	322	548	545	534
Vocational Technical Institutes[c]	311	1,117	1,423	1,651
Private	5,675	8,438	9,014	9,000
Bates	898	950	998	1,100
Bowdoin	817	920	950	962
Colby	1,270	1,517	1,517	1,506
Husson	776	1,201	1,374	1,201
Nasson	478	888	950	786
Ricker	381	625	614	648
St. Francis	293	623	800	736
Thomas	263	357	376	470
Westbrook	409	462	460	502
Others[d]	411	948	1,178	1,098
Total Public and Private	13,478	21,813	23,662	24,084

a. Undergraduate, full time only.
b. Aroostock, Farmington, Fort Kent, Gorham and Washington State Colleges thru 1968.
c. Central, Eastern, Northern, and Southern Maine VTI's.
d. Bangor Theological, Beal, Bliss, J.F. Kennedy, Northern Conservatory of Music, St. Josephs, and Unity.
e. State Colleges became U. of M. campuses in May, 1968. 1969 figure doesn't include Gorham (see f.).
f. U. of M. Portland--Gorham (plus Law School) in 1969.
g. 1969 figures include former State Colleges as U. of M. campuses.
Source: The Institute for Educational Development; "A Report on Comprehensive Facilities Planning for Higher Education in the State of Maine," 1968, pp. 36-37. New England Board of Higher Education; "Facts About New England Colleges, Universities, and Institutes," 1970, pp. 4-7.
University of Maine, Cooperative Extension Service; "Directory of Educational Opportunities in Maine," 1970, p 22.

Table 10.

Percentage of University of Maine Male Graduates Located Outside Maine After Graduation, by Field of Study, 1968

Years After Graduation	Life Sciences & Agriculture	Arts and Sciences	Education	Technology	Total
One	18.1	33.5	18.5	47.6	32.4
Five	31.3	55.1	30.1	70.7	51.6
Ten	32.7	58.0	35.3	69.4	53.1
Fifteen	37.7	54.6	37.5	67.5	53.2
Twenty	37.8	53.8	51.6	71.4	54.4

Source: University of Maine, Manpower Research Project; "Migration of Maine's University Graduates," 1968.

C. BIBLIOGRAPHY

OF

RELEVANT DOCUMENTS AND STUDIES

LIST OF SUPPORTING DOCUMENTS REFERRED TO IN PLAN

Governor's Task Force to Study Library Needs in Maine.
Planning Information

Develops briefly the reasons why the Maine Library Association believed that a Governor's Task Force should be named to begin work on a comprehensive study of Maine's library needs.

Maine Libraries. A study made by ARCO, Inc. for the Governor's Task Force to Study Library Services in Maine. June, 1970.

A.D. Little, Inc.
The Role of the Public Library in Maine: Consumer Needs and Attitudes Towards Public Libraries in Maine. August, 1970.

Report to the Governor's Task Force to Study Library Services in Maine

Governor's Task Force to Study Library Services in Maine
Widening the Circle: Libraries for Tomorrow, February, 1971.

Interim report.

Governor's Task Force To Study Library Services in Maine.
Final Report to Governor Kenneth M. Curtis. June, 1971.

Public Opinion and Library Planning. December, 1971.
Prepared for the Maine State Library by New England Learning and Research, Inc.

D. GENERAL STATEMENT OF CRITERIA

General STATEMENT OF CRITERIA

The Minimum Standards for Public Library Service in Maine and the Interim Standards for Small Public Libraries will be used as a guide to determine minimum adequacy of public library service. No public library in Maine fully meets these standards now. Each library will be measured in terms of materials, personnel, physical facilities and services.

The adequacy of the libraries in each of the state-operated institutions will be determined by using the appropriate standards: Standards for Libraries in Correctional Institutions, Objectives and Standards for Hospital Libraries and Standards for Library-Media Centers in Schools for the Deaf. No institution meets these standards at present.

Reading opportunities for the visually and physically handicapped shall be measured by the same standards used in determing adequacy to the general population, in terms of materials, personnel, physical facilities and services, taking into consideration special materials, devices and access to physical facilities as required to provide equal opportunities. Adequacy of the Regional Library for the Handicapped shall be measured by the standards prepared by the Library of Congress Division of Blind and Physically Handicapped in cooperation with the A. L. A. Round Table on Library Service to the Blind and Physically Handicapped.

First priority will be given to development of programs which will result in equal access to a high quality of library service.

Within a broad concept of statewide library development, the following areas will be given prior consideration;
(1) Areas of high concentration of low income families, both rural and urban; (2) Areas with a high concentration of persons with French-Canadian background.

E. M.L.A. STANDARDS

MAINE LIBRARY ASSOCIATION

MINIMUM STANDARDS FOR PUBLIC LIBRARY SERVICE

1971 Revision

The introduction to the minimum standards adopted by the Maine Library Association at its annual meeting of September 6, 1962, contained a statement that the Standards should be reviewed every three years.

The Standards Committee has proposed the following revision: section 1, **Service,** item 5; section 2, **Books and Materials,** in the fifth sentence; and section 5 has been added on **Facilities.**

These standards are minimum. If possible, by all means do better than these standards. The objective is to provide the best possible library service consistent with one's means and to seek the means to provide the best possible service.

Any committee or librarian using these standards, which are especially drafted for use in the State of Maine, is referred to the booklets "Interim Standards for Small Public Libraries" published in 1962 by the American Library Association and "Minimum Standards for Public Library Systems, 1966," also published by the American Library Association. Those publications are useful in every situation.

1. SERVICE

1. "Library hours should be such that maximum use can be made of the facilities to satisfy all the interests of the members of the community." ("Minimum Standards for Public Library Systems, 1966," page 30)

   "Each public library building should be open for service at least fifteen hours a week, including some evening hours." ("Interim Standards for Small Public Libraries," page 5)

2. Hours of service should be displayed prominently on the outside of the building.

3. "Even the smallest community library should adopt a written statement of clear and specific objectives which should be reviewed periodically and, if necessary, revised in the light of new developments." ("Interim Standards for Small Public Libraries," page 5)

4. Every library should have a listed telephone.

5. The community library should maintain cooperative services with other libraries. The local library has an obligation to obtain material not in its own collection to satisfy users.

Minimum hours of service should be distributed over at least four days a week.

POPULATION SERVED	HOURS (Summer hours excepted)
500 - 999	15-20
1,000 - 2,499	20-30

Minimum hours distributed over at least five days a week.

POPULATION SERVED	HOURS (Summer hours excepted)
2,500 - 4,999	30-40
5,000 - 9,999	40-50
10,000 - 24,999	50-60
25,000 - 74,999	60 plus

2. BOOKS AND MATERIALS

"Regardless of the size of the community, its library should provide access to enough books to cover the interests of the whole population." ("Interim Standards for Small Public Libraries," page 7)

"Every library should have a written statement of policy covering the selection and maintenance of its collection of books and of non-book materials." ("Interim Standards for Small Public Libraries," page 7) The book collection should have the standard reference works and contain material in the basic fields of knowledge which will be of interest to adults, young adults and children, selected from the standard lists.

This should be supplemented by non-book materials. Non-book resources include slides, films, recordings, tapes, newspapers, magazines, reports by organizations, music scores, micro-reproductions, pamphlets, clippings, and pictures. ("Interim Standards for Small Public Libraries," page 7E)

"Community libraries which cannot afford certain of these materials, and their maintenance, may satisfy their patrons by making arrangements for borrowing from larger libraries, using other resources in their community or elsewhere, or by developing cooperative services such as film circuits." (Ibid.)

The collection should be evaluated and weeded at regular intervals. "Annual withdrawals from community library collections should average at least 5 percent of the total collection." ("Minimum Standards for Public Library Systems, 1966," page 40)

Population served, 0-4,999. Each library should have a collection of at least three volumes per capita, and a total collection of not less than 5,000 volumes. A reasonable number of books should be bought each year: one book for every three persons in an individual library or one book for every five persons if the library becomes part of a system.

Population served, 5,000-9,999. Each library should have a collection of at least three volumes per capita and a total collection of not less than 15,000. The budget should provide for at least monthly additions for current titles, at the annual rate of one book for every five persons.

Population served, 10,000-24,999. The collection should contain at least two and one-half volumes per capita, and include no fewer than 25,000 volumes. New titles should be purchased on at least a monthly basis, at the annual rate of one book for every five persons.

Population served, 25,000-74,999. The book collection should contain at least two books per capita, and a total collection of not less than 50,000 volumes, supplemented by semi-monthly purchases of new titles, at the annual rate of one book for every five persons.

3. CONTROL OF MATERIALS

All library materials should be organized logically, appropriate catalogs and shelf lists should be provided and kept up to date for ready accessibility. Not only for current use but also important to the new librarian if there is a change of administration, there should be a shelf list for the purpose of a property record and collection control.

An author, title, and subject catalog should be provided in all libraries.

4. PERSONNEL

"No library can render effective service without adequate and competent personnel." (Public Library Service," American Library Association, 1956, page 38)

Population served, 1-2,999. The librarian-in-charge should be a high school graduate. Some further education is desirable. An adequate knowledge of library procedure is a requisite.

Population served, 3,000-4,999. The librarian-in-charge should be a high school graduate, with two years of education beyond secondary level, and with adequate knowledge of library procedures. There should be additional staff so that in total there is at least one full-time staff member, or equivalent in time, for every 2,000 persons, or fraction thereof.

Population served, 5,000-9,999. The librarian-in-charge should be a college graduate or have equivalent education and should have taken approved library courses. When the library is open there should be additional staff so that in total there is at least one full-time staff member, or equivalent in time, for every 2,000 persons, or fraction thereof.

Population served, 10,000-24,999. The librarian-in-charge should hold a degree from an ALA Accredited Library School, and have some previous experience in library work. When the library is open there should be additional staff so that in total there is at least one full-time staff member, or equivalent in time, for every 2,000 persons, or fraction thereof; approximately 1/3 of the

total number of employees, exclusive of maintenance staff should hold a degree from a library school.

Population served, 25,000-74,999. The librarian-in-charge should hold a degree from an ALA Accredited School, and in addition, have previous administrative experience in library work. When the library is open there should be additional staff so that in total there is at least one full-time staff member, or equivalent in time, for every 2,000 persons, or fraction thereof; approximately 1/3 of the total number of employees, exclusive of maintenance staff, should hold a degree from a library school.

5. FACILITIES

1. The building, no matter how small, shall make provision for staff quarters and work and storage space.

2. When planning a new building or major remodeling, the building shall be planned for future expansion of service and community growth.

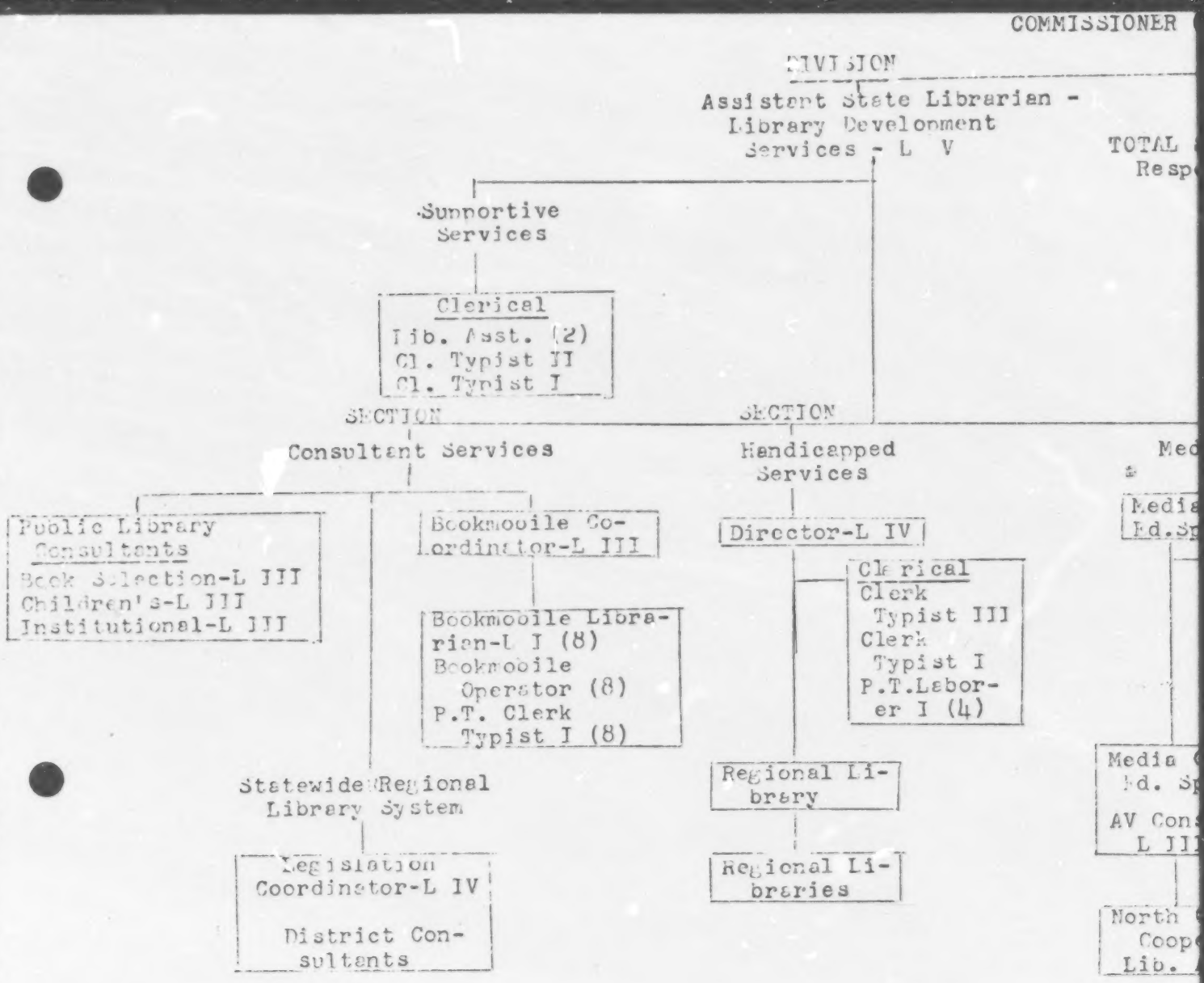
3. As required by state and federal regulations for new construction, there shall be a ground level or ramp entrance, supplemented by an elevator if necessary, providing access to reading areas for the physically handicapped.

4. New or remodeled buildings shall contain not less than the number of square feet indicated below allocated specifically for library purposes. General meeting rooms, museums, auditoriums, and garages will require additional space.

GUIDELINES FOR DETERMINING MINIMUM SPACE REQUIREMENTS

Population Served	Floor Space For Shelving	Reader Space	Staff Work Space	Total Floor Space
0-4,999	1,000 sq ft Add 1 sq ft for every 10 bks over 10,000	Min. 500 sq ft for 16 seats Add 5 seats per M. over 3,500 pop. served, at 30 sq ft per reader space	300 sq ft	2,500 sq ft or 0.7 sq ft per capita, whichever is greater
5,000-9,999	1,500 sq ft Add 1 sq ft for every 10 bks. over 15,000	Min 700 sq ft for 23 seats. Add 4 seats per M. over 5,000 pop. served, at 30 sq ft per reader space	500 sq ft Add 150 sq ft for each full time staff member over 3	3,500 sq ft or 0.7 sq ft per capita, whichever is greater
10,000-24,999	2,000 sq ft Add 1 sq ft for every 10 bks over 20,000	Min. 1,200 sq ft for 40 seats. Add 4 seats per M. over 10,000 pop. served, at 30 sq ft per reader space	1,000 sq ft Add 150 sq ft for each full time staff member over 7	7,000 sq ft or 0.7 sq ft per capita, whichever is greater
25,000-79,999	5,000 sq ft Add 1 sq ft for every 10 bks. over 50,000	Min. 2,250 sq ft for 75 seats. Add 3 seats per M. over 25,000 pop. served, at 30 sq ft per reader space	1,500 sq ft. Add 150 sq ft for each full time staff member over 13	15,000 sq ft or 0.6 sq ft per capita, whichever is greater

F. STATE LIBRARY ORGANIZATIONAL CHART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DIVISION
Assistant State Librarian - Library Development Services - L V
TOTAL Resp
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Clerical
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Cl. Typist II
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SECTION
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Book Selection-L III
Children's-L III
Institutional-L III
Bookmobile Co-ordinator-L III
Bookmobile Librarian-L I (8)
Bookmobile Operator (8)
P.T. Clerk Typist I (8)
Director-L IV
Clerical
Clerk Typist III
Clerk Typist I
P.T.Laborer I (4)
Media Ed.Sp
Statewide Regional Library System
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Legislation Coordinator-L IV
District Consultants
Regional Libraries
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COMMISSIONER OF EDUCATION

STATE LIBRARIAN (Unclassified)

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TOTAL Staff
Responsibility 4½

Secretary -
Clerk Typist II
(4)

Business
Services

Business
Manager I
Cl. Typist III
Acct. Clerk II

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SECTION

Media Services

Media Director
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Clerk
Typist III
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Media Consultant-
Ed. Spec. II

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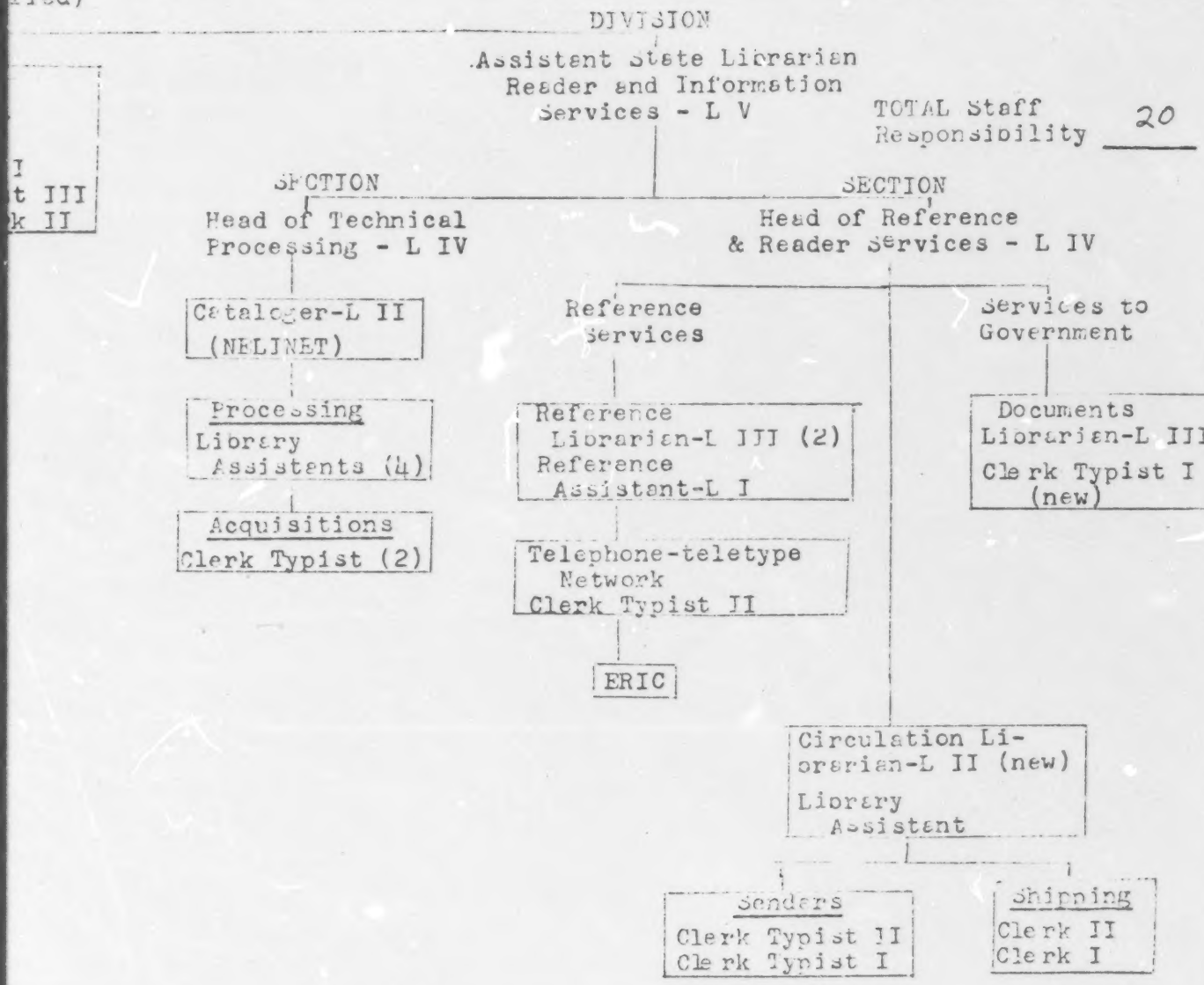

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G. PUBLIC LIBRARY CONSTRUCTION

PUBLIC LIBRARY CONSTRUCTION, TITLE II

The purpose of Maine's participation in the plan for library construction is to aid in the expansion and improvement of public library services in those communities having inadequate services and/or to provide facilities for giving library service in communities where such facilities are completely lacking.

Annual reports made by the local libraries on forms supplied by the Maine State Library, Statistics of Public Libraries in Maine, and the most recent standards established by library authorities giving formulas for arriving at minimum space requirements will be used in determining those areas which are without the library facilities necessary to develop adequate library services.

Visits by members of the State Library staff will be made for the purpose of evaluating the physical facilities of existing libraries and reviewing the service program of existing and proposed libraries.

There will be no consideration given to the application of any library which does not outline in detail the procedures to be followed in the expansion and improvement of services, including plans to meet the minimum standards of the Maine Library Association.

To be eligible a library must indicate a willingness to cooperate with other libraries in order to strengthen its services and resources.

The following criteria will be used in determining the eligibility of a local public library to apply for funds for

construction under the Library Services and Construction Act:

1. In those areas having no legally-established facilities at present for public library service, the local governmental agency must establish public library service and guarantee operating funds adequate to provide service which meets the MINIMUM STANDARDS FOR PUBLIC LIBRARY SERVICE IN MAINE.

2. Application for funds under Title II of the Library Services and Construction Act should be made only by those libraries having drawings prepared by a qualified, registered architect, which are sufficiently advanced to permit the architect to make a firm estimate of costs.

. A copy of the agreement with the architect must be submitted to the State Librarian.

The legally-recognized local library board or the legally-responsible governing authority (e.g. city manager, town manager) will be responsible for submitting a Construction Project application to the State Library and for administering the project if approved.

3. Confirmation that local matching funds will be available for the entire project must be given at time of application. Also, assurance must be given that sufficient local matching funds will be available each time payment of federal funds is requested.

4. The new or renovated building must meet minimum space requirements as set forth in the most recent standards established by library authorities, taking into consideration estimated population growth over a 20-year period.

5. Facilities constructed with the use of Federal funds under this Act shall, to the extent appropriate in view of the uses to be made of the facilities, be accessible to and usable by handicapped persons.

6. It is necessary to comply with any federal regulations which are issued relating to the evaluation of flood hazards in locating federally financed construction projects.

7. Any library wishing to qualify for funds which does not meet the minimum standards for hours, as established by the Maine Library Association must give written assurance that these will be met within a one-year period from the date of completion of the building.

8. Any library wishing to qualify for funds which does not meet the minimum standards for size of book collection, as established by the Maine Library Association, must give written assurance that these will be met within a five-year period from the date of completion of building. The collection must contain only up-to-date, useful material and the

percentage of the collection allotted to adult and juvenile fiction and non-fiction should correspond closely to recommended standards.

Once the local library building project has been approved, the State Library will evaluate the present collection of the local library. If any particular section is found to be exceptionally weak, the library may be required to purchase a certain number of titles before the building is completed, in order to quality for Federal assistance.

9. Any library wishing to qualify for funds which does not have its collection properly classified and cataloged must give written assurance that this will be done within a five-year period from date of completion of building.

10. There must be liberal use of interlibrary loan to supply material not available locally to patrons with serious interests.

11. There must be evidence that the library is giving adequate reference assistance.

12. The library must indicate a willingness to cooperate with other libraries in order to strengthen its services and resources.

13. The library must indicate a willingness to cooperate with school libraries without attempting to perform the functions of a school library.

14. The library must prepare a statement describing in detail the expanded and improved services which will be provided to children, young people and adults as a result of a new or renovated building, inculding plans to meet the minimum standards of the Maine Library Association.

No application will be approved until the architectural drawings have been examined by the State Librarian.

The State Librarian will use these criteria to rate libraries making application and on the basis of present program and proposed plans will determine which libraries show the greatest potential for successfully carrying out an expanded program.

To establish priority among those libraries eligible to receive funds for construction, the State Librarian will follow this procedure:

1. Visit each library for the purpose of making a careful survey of present library facilities, taking into consideration total area, book capacity, reader seats, work space.

2. Study building plans for each library to determine if they meet minimum standards for total area, etc., as set forth by library authorities.

3. Consider the suitability of the site in relation to ease of access by the greatest number of people.

4. Evaluate the library's present services to the community, taking into consideration the adequacy of local support, the method of book selection and apportionment of book funds, the caliber of reference service, the liberal use of interlibrary loan to supply material not available locally to patrons with sericus interests.

5. Discuss with librarians and trustees their plans for improvement and expansion of services when adequate physical facilities are available.

6. Rate each library on the basis of the criteria as set forth in the State Plan to determine which libraries show the greatest potential for successfully carrying out an expanded program.

Construction contracts shall be entered into within twelve (12) months of approval of the project application by the State Librarian.

After approval by the State Librarian of working drawings and specifications for the public library construction project, bids will be requested within two weeks from date of approval, the contract awarded within one month after bids have been opened and accepted, and the actual construction begun immediately after the awarding of the contract.

Public libraries may apply for funds to purchase existing buildings for conversion to library use under the following circumstances:

(1) A structural engineer or other competent authority must certify that the building is structurally sound, will stand the library weight load and the state library agency must determine that it is suitable for such conversion to library use;

(2) the existing building is of open construction or can be remodeled so that a functional, flexible library area can be planned;

(3) the finished building can meet all the

criteria for a new library structure;

(4) there is sound evidence that such a conversion is more feasible than the construction of a new building.

Opportunity for State hearing.

The State Library hereby assures that every local or other public agency whose application for funds under the plan for a project for construction of a public library is denied will be given an opportunity for a fair hearing before the State Library.

Davis-Bacon Act and Contract Work Hours Standards Act.

The State Library gives assurance that, as required by section 203 (a) (4) of the Act, all laborers and mechanics employed by contractors or subcontractors on all construction projects assisted under the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, and shall receive overtime compensation in accordance with the subject to the provisions of the Contract Work Hours Standards Act.

L.D. 828: An Act Creating
Regional Library Systems

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APPROVED JUL 5 '73 BY GOVERNOR

CHAP 6 PUBLIC

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED SEVENTY-THREE

S. P. 281 — L. D. 828

AN ACT Creating Regional Library Systems.

Be it enacted by the People of the State of Maine, as follows:

Sec. 1. R. S., T. 27, § 31, amended. The first sentence of section 31 of Title 27 of the Revised Statutes is repealed and the following enacted in place thereof:

The State Librarian shall keep the library open at least 35 hours per week.

Sec. 2. R. S., T. 27, § 34, amended. Section 34 of Title 27 of the Revised Statutes, as amended by section 2 of chapter 127 of the public laws of 1971, is further amended to read as follows:

§ 34. Library extension

The State Librarian shall maintain a library development section ~~of library extension~~ which shall carry on such activities as are enumerated in sections 36 and 37.

Sec. 3. R. S., T. 27, § 36, amended. Section 36 of Title 27 of the Revised Statutes, as amended by section 7 of chapter 480 of the public laws of 1971, is further amended by inserting after the first sentence the following new sentence:

It shall formulate and present to the Legislature a plan for state-wide library development and it shall be designated as the agency for the administration of said plan and shall be granted the authority to administer said plan on behalf of the State.

Sec. 4. R. S., T. 27, § 37, amended. Section 37 of Title 27 of the Revised Statutes is amended to read as follows:

§ 37. Bookmobile service

In furtherance of, and in addition to, the powers given in section 36, the State Librarian is authorized and empowered to provide bookmobile service for residents of the State ~~especially to rural schools and farm homes~~.

Sec. 5. R. S., T. 27, §§ 67 and 68, repealed. Section 67, as amended by chapter 236 of the public laws of 1967, and section 68 of Title 27 of the Revised Statutes are repealed.

Sec. 6. R. S., T. 27, c. 4, additional. Title 27 of the Revised Statutes is amended by adding a new chapter 4 to read as follows:

CHAPTER 4

REGIONAL LIBRARY SYSTEMS

§ 110. Definitions

In this chapter, unless the context clearly requires a different meaning, the following words shall have the following meanings.

1. Appeals board. "Appeals board" means the Maine Library Commission acting, on request from interested citizens, as a board of review for decisions made concerning the State's library plan.

2. Area reference and resource center. "Area reference and resource center" means a large public, school or academic library designated by the Commissioner of Educational and Cultural Services and the State Librarian and receiving state aid for the purpose of making its resources and services available without charge to all residents of the district, of providing supplementary library services to local libraries within the district, of coordinating the services of all local libraries within the district which by contract become part of the library district.

3. Common borrower's card. "Common borrower's card" means a system of personal identification for the purpose of borrowing and returning books and other materials from any library that participates in the regional system.

4. District consultant. "District consultant" means a Maine State Library employee who acts as a general library consultant to one or more districts.

5. District council. "District council" means an advisory body serving as a policy-making authority for a constituency of participating libraries within a geographical district.

6. District plan. "District plan" in entirety means a statement describing the specific purposes for which the district is formed, the means and the agencies by which such purposes are to be accomplished, and an estimate of the funds necessary to their accomplishment; also the public agency which is to receive those funds.

7. Library district. "Library district" means a defined geographic area consisting of local libraries joined cooperatively to an area reference and resource center and a research center. Local libraries within the district may also be joined cooperatively with other types of libraries.

8. Local library board. "Local library board" means the body which has the authority to give administrative direction or advice to a library through its librarian.

9. Media center. "Media center" means any library utilizing print as well as extensive nonprint resources and materials.

10. Public library. "Public library" means a library freely open to all persons and receives its financial support from a municipality, private association, corporation or group. The above serves the informational, educational and recreational needs of all the residents of the area for which its governing body is responsible.

11. Regional library system. "Regional library system" means a network of library districts interrelated by formal or informal contract, for the purpose of organizing library resources and services for research, information and recreation to improve statewide library service and to serve collectively the entire population of the State.

12. Research center. "Research center" means any library designated as such by the Commissioner of Educational and Cultural Services and the State Librarian and receiving state aid for the purposes of making its major research collections, under such rules and regulations as are defined by its governing board and head librarian, available to the residents of the State.

§ 111. Regional library development

1. Maine Library Commission. There shall be created within the Department of Educational and Cultural Services a library commission which shall be designated as the Maine Library Commission. It shall consist of 15 members appointed by the Governor. The library commission shall be broadly representative of the State's libraries and shall consist of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts as they are formed and 3 representatives from the State at large of whom one shall be representative of the disadvantaged.

The term of each appointed member shall be 5 years or until his successor is appointed and qualified. Of the members first appointed, 3 shall be for one year, 3 for 2 years, 3 for 3 years, 3 for 4 years and 3 for 5 years. Subsequent appointments shall be for the full term of 5 years. No members shall serve more than 2 successive terms. In the case of a vacancy other than the expiration of a term, the appointment of a successor shall be made in like manner for the balance of the term.

The commission shall meet at least 4 times a year. It shall elect a chairman for a term of 2 years and frame and modify bylaws for its internal organization and operation. The State Librarian shall serve as secretary to the commission. The members of the commission shall serve without compensation, but shall be reimbursed for expenses incurred in the performance of their duties.

§ 112. —functions

The library commission shall:

1. Appointment of State Librarian. Give advice and make recommendations to the Commissioner of Educational and Cultural Services with regard to the appointment of the State Librarian;

2. Policies. Give advice and make recommendations to the Commissioner of Educational and Cultural Services with regard to: The policies and operations of the Maine State Library and the State's library program including minimum standards of library service, the apportionment of state aid to libraries, the designation of library districts and their boundaries, the designation of area reference and resource centers and the designation of research centers after full consideration of the advice of the district council;

3. Review. Act, on written request by any interested library, as an appeals board concerning decisions of the commissioner regarding the items in subsection 2. The written request for a hearing shall be filed within 30 days from the date of the decision.

§ 113. Library districts

Upon the advice of the Maine Library Commission, the State shall be divided into as many districts as the commissioner shall determine are required and shall establish or modify the geographical boundaries of each district.

§ 114. District council

Each library district shall have an advisory council which shall be known as the district council.

1. Membership. The governing board of each library which has contracted to participate in the district system shall appoint a representative to the district council. At its first annual meeting the district council shall elect an executive board composed of, in total, 9 members, which shall include 3 librarians, one trustee and 5 lay members. The district executive board shall elect from its number the appropriate officers as needed. The district council shall meet at least 3 times a year.

2. Duties. The district council shall:

A. Serve as a policy-making body for the district within the limits of its authority which shall in no way diminish the power of the local library board;

B. Develop and evaluate a program of services in the district which will encourage cooperative activity among all types of libraries and media centers;

C. Provide liaison among the municipalities in the district;

D. Make recommendations to the Maine Library Commission which would in turn make recommendations to the commissioner regarding programs and services which would help to make libraries and media centers in the district accessible to all;

E. Assist in the development of a comprehensive district plan based upon community plans of service;

F. Advise on the selection of an area reference and resource center and a research center for the district.

§ 115. Area reference and resource centers

Each district shall be affiliated with an area reference and resource center which shall be designated by the commissioner, with the advice of the library commission.

1. Duties. The area reference and resource center may:

A. Provide a common borrower's card for member libraries;

B. Participate with the district consultant in planning and conducting workshops on community-library planning;

C. Provide office space and support services to the extent able to the district consultant;

D. Join with the district council in assigning priorities to implement the district plan;

E. Such other cooperative activities and services as member libraries may need or require.

§ 116. Research centers

Research centers may be designated by the commissioner with the advice of the Library Commission.

1. Duties. The research center shall:

A. Provide for advanced research needs;

B. Act as a back-up collection for the specialized reference needs of the reference and resource centers;

C. Provide such other cooperative activities and services as member libraries may need or require.

§ 117. District consultants

The State Librarian, with the advice of the district council, shall appoint a staff member to serve as a district consultant to one or more districts as determined by the policies established by the commissioner.

1. Duties. The district consultant shall be an ex officio, nonvoting member of the district council and shall serve as secretary and further shall:

A. Serve as a professional consultant to libraries within the district or districts;

B. Study the needs of the district and make recommendations to the district council;

C. Coordinate services among libraries of all types;

D. Provide liaison between the district, other districts and state agencies;

E. Encourage local initiative and commitment to regional cooperative library service;

F. Assist in planning for area reference and interlibrary loan service;

G. Help evolve community based plans of service.

§ 118. School libraries and media center

Any school library or media center in a community with no public library service, or serving communities with no public libraries, which agrees to offer service as a public library, is entitled to all the benefits accruing to a public library with the approval of the commissioner.

Sec. 7. Appropriation. There is appropriated from the General Fund to the Department of Educational and Cultural Services the sum of $380,000 for the purpose of creating regional library systems. The breakdown shall be as follows:

	1973-74	1974-75
EDUCATIONAL AND CULTURAL SERVICES, DEPARTMENT OF		
1. Direct state aid 10¢ per capita	$ 80,000	$ 80,000
To be allotted upon the application of the local library unit by the Commissioner of Educational and Cultural Services with the advice of the Maine Library Commission. The local unit must provide evidence that a financial effort to support library service is being made at a level no less than that of the previous year's budget. The local unit also must provide evidence that efforts are being made to achieve locally-designed goals toward meeting the minimum standards of the Maine Library Association. These goals should		

	1973-74	1974-75

be in the form of a written plan for achievement which includes cooperative efforts among libraries within the community and the district during a specific period of time.

2. Regional reference and resource centers	10,000	10,000

These funds are to be allotted to the area reference and resource center by the Commissioner of Educational and Cultural Services on the advice of the Maine Library Commission upon the submission of a written plan which will provide in detail the ways in which the applicants intend to achieve such goals as:

Common borrower's card and such other cooperative activities as member libraries may require

3. Audio-visual services	20,000	20,000

These funds are to be allotted upon the basis of criteria established by the Maine Library Commission upon submission of a written plan which will provide in detail the ways in which applicants intend to achieve their goals.

4. State Library development	80,000	80,000

These funds are to be assigned to the State Library to assure further development of library services such as:

Consultant service to local units. Audio-visual services. Support interstate cooperation, i.e., increased bookmobile service, development and dissemination of public information concerning library service.